



## OFFICE OF THE ILLINOIS STATE TREASURER MICHAEL W. FRERICHs

### JOB OPPORTUNITY ANNOUNCEMENT

**Job Title:** Legal and Legislative Affairs Executive Assistant  
**Division:** Legal  
**Location:** Springfield, Illinois  
**Salary:** Commensurate with experience

**Overview:** This individual provides high-level and confidential administrative support to the General Counsel, Chief Legislative and Programs Officer and other senior staff members by performing administrative and legal tasks including drafting correspondence, arranging conference calls and scheduling meetings. Included in the responsibilities of this position will be special research projects, developing special reports, and handling information requests as well as assisting in answering phones and working the reception area of the Capitol office. Attendance is an essential function of this position.

#### Duties and Responsibilities:

- Prepares reports, memos, letters, and other documents, using word processing, spreadsheet, database, or presentation software.
- Reads and analyzes incoming memos, submissions, and reports to determine their significance and plan their distribution.
- Makes travel arrangements and prepares travel vouchers for General Counsel and other senior staff as assigned.
- Manages and maintains General Counsel's confidential schedule.
- Files and retrieves agency documents, records, and reports.
- Prepares responses to correspondence involving routine inquiries.
- Performs general office duties such as maintaining records, and filing systems.
- Prepares agendas and makes arrangements for conference calls, committee, board, and other meetings.
- Answers the telephone and directs calls as appropriate.
- Prioritizes and manages multiple projects simultaneously, and follows through on issues in a timely manner.
- Schedules meetings, teleconferences and videoconferences and ensures all logistics are appropriately managed.

#### Specific Skills:

- Strong working knowledge of Microsoft Office
- Exemplary written skills and extremely strong verbal communication skills
- Strong attention to detail
- Demonstrated ability to plan effectively
- Ability to maintain satisfactory working relationships and communicate effectively with all levels of staff and the general public

**Education and Work Experience:** Bachelor's degree in Business or any other related field; three (3) or more years of job related experience; OR any equivalent combination of experience and training that provides the required knowledge, skills and abilities.

**Application Process:** Send completed application including letter of interest and resume via email to

**Chief Operating Officer @ [HR@illinoistreasurer.gov](mailto:HR@illinoistreasurer.gov)**

**[http://www.illinoistreasurer.gov/Office\\_of\\_the\\_Treasurer/Employment\\_Opportunities](http://www.illinoistreasurer.gov/Office_of_the_Treasurer/Employment_Opportunities)**

Equal Employment Opportunity Employer. Applicants must be lawfully authorized to work in the United States

State Capitol  
Room 219  
Springfield, IL 62706  
Phone: (217) 782-2211  
Fax: (217) 785-2777  
TTY: (866) 877-6013

James R. Thompson Center  
100 West Randolph Street  
Suite 15-600  
Chicago, IL 60601  
Phone: (312) 814-1700  
Fax: (312) 814-5930  
TTY: (866) 877-6013

Illinois Business Center  
400 West Monroe Street  
Suite 401  
Springfield, IL 62704  
Phone: (217) 782-6540  
Fax: (217) 524-3822  
TTY: (866) 877-6013

Myers Building  
One West Old State Capitol Plaza  
Suite 400  
Springfield, IL 62701  
Phone: (217) 785-6998  
Fax: (217) 557-9365  
TTY: (866) 877-6013